

2. That the employee or officer is to receive some training, education or experience which will materially increase the ability of said officer or employee to perform his duties as a county employee;

3. That the leave is requested for personal reasons acceptable to the authority whose approval is required;

4. That a maternity/paternity leave is requested by an officer or employee.

C. A leave of absence requested by an officer or employee for a period not exceeding twenty working days and a maternity/paternity leave of absence requested by an officer or employee for a period of not more than six weeks may be granted by the department head or appointing authority.

D. A leave of absence requested by an officer or employee for a period in excess of twenty working days or for a period in excess of six weeks, if requested for maternity/paternity leave, shall be processed as follows:

1. The request shall be submitted to the appointing authority or department head;

2. Upon the approval of the department head or appointing authority, the request shall be submitted to the board of supervisors for consideration at the next regularly scheduled board meeting;

3. The board of supervisors may approve the request, approve the request upon the imposition of whatever conditions the board deems appropriate, including, but not limited to, a reduction in the period of time requested, or deny the request;

4. In the case of all approved leaves of absence without pay which are either (i) for a period of twenty days or less, or if more than twenty days, (ii) due to illness, injury, disability or condition and there is insufficient sick leave accumulated to compensate for the time anticipated by the officer or employee to be away from county employment, (iii) to allow the employee or officer to receive training, education or experience which will materially increase the officer or employee's ability to perform county duties, or (iv) maternity/paternity leave, the officer or employee shall continue to accrue seniority and shall retain his or her anniversary date. In all other cases, the anniversary date of the employee or officer shall be extended by the number of days granted in the approved leave of absence in excess of the first twenty days.

E. Any officer or employee who has been granted a leave of absence without pay may elect to apply accrued vacation time and/or accrued compensatory time off and in the case of maternity/paternity leave, an officer or employee may additionally elect to utilize accrued sick leave entitlement pay. (Ord. 84-425-T § 2, 1984: Ord.

83-425-S § 1, 1983: Ord. 83-425-Q § 1, 1983: Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(H), 1972.)

2.68.140 Attendance records and reports.

Each department head, or his designated representative, shall keep an accurate and current record of the attendance, absences and status of each of the employees within the department, including records which reflect the amount of sick leave, vacation time, and compensatory time off accrued and allowed and such other records as may be related to the attendance and status of such employees. Each department head shall report to the auditor, on forms provided by the auditor, not later than the seventh working day of each month, as to the attendance during the preceding month of each such employee within the department, listing all the absences of each such employee, together with the cause of such absences, and such other information relating to each such absence such that the auditor has all information necessary to determine compensation due to each such officer and employee. Such other reports that relate to the attendance, absence or status of such employees or officers shall be made upon written demand by the auditor. From such reports, the auditor shall maintain a record for each employee, including vacation, sick leave and compensatory time accrued and allowed, payroll status, anniversary dates and similar data. From such reports and records the auditor shall determine the compensation due to each such officer and employee. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(I), 1972.)

2.68.150 Military leave of absence.

All officers and employees shall be entitled to military leave of absence compensation, to return to a position with the county of Mono after termination of active service, and to return to employment with the county of Mono after resignation to enter military service, all as provided in Sections 394.5 through 395.3 of the Military and Veterans' Code of the state. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(J), 1972.)

2.68.160 Jury duty.

All employees required to serve on a jury, criminal or civil, within the county of Mono, shall be entitled to said employees' regular county pay, provided that said employee deposits fees received for such service, exclusive of mileage, with the county treasurer. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(K), 1972.)

2.68.170 Elective board.

A. All officers, and permanent and permanent part-time

shall serve a probationary period of six months commencing on the date of employment. Persons entering county service in the sheriff's department shall serve a probationary period of one year commencing on the date of employment.

B. The department head or appointing authority of each probationary employee shall evaluate the performance of said employee as frequently as necessary to ascertain whether said employee has been properly performing the duties and responsibilities required of said employee. There shall be no less than three evaluations of the performance of each probationary employee within the six-month probationary period, said evaluations to be completed at least five working days prior to the completion of each successive two-month working period commencing from the date of appointment. Should the department head or appointing authority find that any probationary employee has not successfully performed the duties and responsibilities required of said employee during the two-month period immediately preceding the evaluation, such probationary employee shall be immediately terminated.

C. Upon successful completion of the probationary period an employee shall be granted permanent status unless the probationary period of said employee is extended by the department head or his appointing authority; provided, however, the probationary period may not be extended for a period of time in excess of six additional months from the day on which the probationary period would normally terminate.

D. Probationary employees may be terminated without cause at any time during the probationary period. A probationary employee, upon termination, has no right of appeal. (Ord. 91-1, 1990; Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 5(M)(4), 1972.)

2.68.220 Disciplinary action—Generally.

An employee who has attained permanent status, except as otherwise provided herein, may be disciplined by his department head for reasonable cause only. In all cases of disciplinary action except oral reprimand, the department head shall prepare an order in writing stating specifically the cause for discipline. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 5(M)(5), 1972.)

2.68.230 Disciplinary action—Causes.

A. An appointing authority or department head may, for cause, impose discipline on any employee who has attained permanent status.

B. The following shall be deemed cause for disciplinary action:

1. Fraud in securing appointment which shall include, but not be limited to, misrepresentation of any material fact in any written or oral application for work with

Mono County; failure to possess any license or certificate necessary to the performance of the duties and functions required by the job for which the person is applying; and failure to possess any special skill or ability that may be required by the position for which the person is applying;

2. Incompetence or inefficiency (herein defined to include, but not be limited to, any neglect of duty and/or failure to meet reasonable work performance standards and requirements);

3. Inexcusable neglect of duty;

4. Insubordination which is herein defined to include, but not be limited to, the refusal or wilful failure to follow a reasonable order of a superior; and the wilful failure or refusal to perform a particular duty, function or responsibility required by the position of employment;

5. Dishonesty which is defined herein to include, but not be limited to, any unauthorized possession or use of property not belonging to the employee, which unauthorized use or possession arises out of, or is in any way related to, the position of employment held by the employee;

6. The use or possession of alcoholic beverages while engaged in the performance of duties and/or responsibilities pursuant to employment by the county;

7. The use, while engaged in the performance of duties, functions or responsibilities pursuant to employment with the county, of drugs, narcotics or medications such that the performance of those duties, functions and responsibilities by the employee is impaired or such that the safety of other persons or property is impaired or adversely affected;

8. The possession of controlled substances as defined by the Health and Safety Code of the state, while engaged in the performance of duties, functions and responsibilities pursuant to employment with the county, such that possession constitutes a violation of the laws of the state;

9. Conviction of a felony or conviction of a misdemeanor involving moral turpitude. Conviction shall be defined to include a plea of nolo contendere;

10. Persistent, abusive or discourteous treatment of the members of the general public or fellow employees;

11. Political activity during working hours or in the name of the county; wilful violation of any county ordinance or lawful department rule, regulation or policy;

12. Wilful misuse of county property or damage to county property resulting from misuse or negligence; persistent failure by an employee to take treatment or corrective measures for a disqualifying physical or mental condition identified in a periodic or special medical examination;

13. Publication of inaccurate or false information concerning the county, its officers or employees, which

the notice of proposed action, including therein any act or admission of the employee upon which such a determination may have been based. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 6(E), 1972.)

2.68.290 Effective date of disciplinary action.

Disciplinary action shall become effective when either the employee has failed to file a request for an appeal, as provided herein below, or at the conclusion of a hearing when findings have been made by the personnel board. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 6(F), 1972.)

2.68.300 Personnel appeals board—Composition.

There is created a personnel appeals board to hear and determine all appeals made from disciplinary or grievance proceedings consisting of one member appointed by the board of supervisors, one member appointed by the affected employees collective bargaining unit representative, and one member appointed by the other two members of the panel from either (1) the general population of Mono County, or (2) a representative of the California State Mediation and Conciliation Service. Appointments shall be made on a per hearing basis. The clerk of the board of supervisors or the deputy of said clerk shall serve as the clerk to the personnel appeals board.

The personnel appeals board shall meet and hold hearings, as needed, after the regularly scheduled meeting of the board of supervisors or at such other times and places as may be appropriate for the convenience of witnesses and/or the ends of justice. (Ord. 84-425-T § 3, 1984: Ord. 83-425-S § 2, 1983: Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 6(G), 1972.)

2.68.301 Appeals—Procedure.

An employee desiring to appeal a disciplinary action shall file, with the clerk of the personnel board, an answer admitting or denying, in whole or in part, the allegations of the final disciplinary order. Matters not admitted by the filed answer shall be deemed denied. Such answer must be filed within ten days of receipt of such order by the appealing employee. The clerk of the personnel board shall stamp on the answer the date of filing and shall:

- A. Place one copy in the clerk's file;
- B. Send one copy to the appointing authority or department head;
- C. Send one copy to the district attorney of Mono County; and
- D. Prepare three copies of said answer for service upon members of the hearing body. (Ord. 78-425-I § 1 (part), 1978.)

2.68.302 Appeals—Hearing.

A. Within twenty days after the date on which the answer is filed with the clerk of the personnel board, the hearing body shall conduct a hearing to determine whether the final disciplinary order shall be sustained.

B. The hearing shall be conducted in the board room in the county courthouse in the city of Bridgeport, county of Mono. The hearing body may conduct such hearing at a different location when, given the convenience of parties and witnesses, such different location promotes the convenience of such parties or witnesses and/or the ends of justice.

C. The chairman of the hearing body, to be designated by schedule, and the office of the district attorney of Mono County shall have the power to issue subpoenas for the purpose of compelling the attendance of witnesses, and either the chairman of the hearing body or the district attorney shall issue a subpoena for the purpose of compelling the attendance of any witness requested by the appointing authority or the employee.

D. All oral testimony received by the hearing body shall be recorded in some appropriate form.

E. Hearings shall be private and all persons excluded therefrom, except the appointing authority or department head, the employee, the attorneys involved, the reporter, if any, the clerk of the board and witnesses actually testifying, unless the employee files a written request for public hearing with the clerk of the personnel appeals board at least five working days prior to the date of the hearing.

F. The appointing authority or department head, and the employee shall have the right to be represented by legal counsel, and the appointing authority or department head shall be represented by the office of the district attorney of Mono County unless the office of the district attorney is a party to, or a witness testifying in, the matter before the hearing body. The appointing authority or department head shall present its evidence first. The employee may then present evidence and each shall then have the right to present evidence in rebuttal.

G. Any evidence may be received that is relevant and material to the disciplinary action and the hearing body shall not be bound by the formal rules of evidence as set forth in the Evidence Code of the state. (Ord. 78-425-I § 1 (part), 1978.)

2.68.303 Appeal—Findings.

A. At the conclusion of the hearing, the hearing body, being governed by a standard of proof equivalent to the preponderance of the evidence, may sustain the final disciplinary order, may sustain the final disciplinary order

employee shall have the assurance that the filing of a grievance will not result in a reprisal of any nature.

C. The aggrieved employee shall have the right to be represented or accompanied by a person of the employee's choice if the grievance is not resolved at the informal level as provided for in Step 1 of the grievance procedure described in Section 2.68.309. This representation may commence when the grievance is presented in writing to the immediate supervisor as provided in Step 2 of the grievance procedure.

D. The processing of a grievance shall be considered as county business, and the employee and his or her representative shall have reasonable time and facilities allocated for the preparation of the employee's position with respect to the grievance alleged. The use of county time for this purpose shall not be excessive nor shall this privilege be abused.

E. Certain time limits in the grievance procedure are designed to quickly settle the grievance. It is realized, however, that on occasions the parties concerned may be unable to comply with the established limitations. In such instances limitations may be extended by mutual agreement of all parties concerned.

F. Failure of the aggrieved employee to file an appeal within the prescribed time limit for any step of the procedure shall constitute an abandonment of the grievance. County management personnel involved in the grievance procedure shall abide by prescribed time limits.

G. Any person responsible for conducting any conference, meeting or hearing under the formal grievance procedure shall give due and timely notice to all persons concerned.

H. When two or more employees of the same department experience a common grievance, they shall initiate a single grievance proceeding. The initial hearing of the grievance shall be by the immediate supervisor, superior or department head who has the prime responsibility for all of the aggrieved employees. (Ord. 78-425-I § 1 (part), 1978.)

2.68.309 Grievance procedure.

A. Step 1. When an employee has any grievance, or when any employee becomes aware that dissatisfaction exists with that employee's work or work situation, then that employee should discuss the matter informally with the employee's immediate supervisor. Initial discussion should be sought by the employee not later than five working days after the alleged grievance occurred or after the employee becomes aware of dissatisfaction with the employee's work or work situation. The following provisions relating to formal grievance procedures do not restrict

the employee and the supervisor from seeking advice and counsel from superiors and department heads when:

1. Mutually consented to by the employee and the supervisor, or

2. It appears that settlement can be reached at this informal level.

B. Step 2. If, within five working days, a mutually acceptable solution has not been reached at the informal level as provided for in Step 1 above, the employee shall submit the grievance in writing to the department head or appointing authority. At this point, the grievance hearing process becomes formal and the employee may choose to be accompanied by a representative of the employee's choice. After formal hearing with the department head or appointing authority, the department head or appointing authority will render a written decision within five working days of the date of the hearing and shall serve a copy of the written decision on the employee within ten working days from the date of the hearing. Prior to service of a copy of the written decision on the employee, the department head or appointing authority shall review the written decision with the office of the district attorney.

C. Step 3. Should an employee be dissatisfied with the decision of the department head or appointing authority, said employee, within five working days of the receipt of the decision, may request that the grievance be presented to the personnel appeals board for review. The personnel appeals board shall schedule a hearing, require the presence of the employee and department head or appointing authority to said hearing, take testimony from the employee and department head, and receive such other evidence as the personnel appeals board deems essential to a proper determination, and render its written decision within five working days from the date of the hearing.

D. Step 4. If the decision of the personnel appeals board requires board of supervisors' action, the recommendation from the personnel appeals board to the board of supervisors shall be submitted for consideration at the next regularly scheduled meeting of the board of supervisors. The action of the board of supervisors shall be final and binding. (Ord. 78-425-I § 1 (part), 1978.)

2.68.310 Grievance—Confidentiality.

All grievances shall be treated, to the extent possible, as matters requiring confidentiality, and all parties concerned shall strive to limit publicity and notoriety surrounding the grievance. (Ord. 78-425-I § 1 (part), 1979; Ord. 72-425 § 6(H), 1972.)

2.68.311 Layoff—Causes.

The board of supervisors may lay off employees, pursu-

prior to layoff. His or her status in relation to probationary period and merit salary increases shall be the same as at the time of layoff. Any unused and unpaid sick leave shall be reinstated.

E. An individual on preferential rehire status may accept a temporary position within the department for which he or she is qualified and not lose preferential rehire status.

F. No temporary employees shall be utilized to replace any permanent position, part-time or full-time, vacated due to layoff procedures. (Ord. 84-425-T § 6, 1984; Ord. 83-425-S § 3 (part), 1983; Ord. 78-425-I § 1 (part), 1978.)

2.68.316 Health insurance.

An employee who has been laid off may elect to continue health insurance coverage in the group at his or her own cost for six months providing that the policy involved allows such continuance. Health insurance shall cease if he or she finds other employment. It is the employee's responsibility to make arrangements for such coverage with the county. (Ord. 83-425-S § 4 (part), 1983.)

2.68.317 Seniority lists.

At the time notices of layoff are sent to employees, the county shall post a list of all employees by classifications and seniority date in the affected departments. (Ord. 83-425-S § 4 (part), 1983.)

2.68.330 Appointment date.

For the purpose of determining eligibility for a step increase, the date of appointment of any employee shall be:

A. For employees hired after the fifteenth of the month, the first day of the month following;

B. For employees hired on or before the fifteenth of the month, the first day of the month such employee was appointed. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 7(B), 1972.)

2.68.340 Salary step increases.

Salary advancement shall not be automatic, but shall be given only upon affirmative recommendation of the department head to the auditor. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 7(C), 1972.)

2.68.350 Salary adjustment—New position.

Any employee who is promoted to a position in a class allocated to a higher salary range than the class of position which he formerly occupied shall have his salary adjusted to the first step of the new range or to the step having at least a five percent higher salary than he was receiving in his former position, whichever is higher. Upon a written

showing of special qualification, the board of supervisors may allow assignment to a step within the range additional to the five percent. A new anniversary date shall be established for the purpose of eligibility for future step increases as of the effective date of the promotion. (Ord. 79-425-L § 1, 1979; Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 7(D), 1972.)

2.68.360

Salary adjustment—

Interdepartmental transfer.

In the case of the transfer of any employee from one county department to another in the same class or to another class to which the same pay range is applicable, the employee shall remain at the same pay step and shall retain his original anniversary date. If such employee transfers from one county department to another and also to a new classification, the provisions of Section 2.68.350 are applicable. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 7(E), 1972.)

2.68.370

Overtime—Sheriff's department.

Sworn members of the Mono County sheriff's association shall receive compensation equal to one and one-half times the base salary for such person for all overtime worked, with such overtime to be defined in the current memorandum of understanding between the Mono County sheriff's association and the county of Mono. For all sworn sheriff's personnel, other than the sheriff of Mono County, who are not within any representational unit, such personnel shall receive compensation for one and one-half times that person's regular base salary for all overtime worked with overtime to be defined in the then current memorandum of understanding between Mono County and the Mono County sheriff's association. Compensation for overtime as proposed herein shall be paid effective March 1, 1979. (Ord. 79-425-K § 2, 1979; Ord. 79-425-J § 1, 1979; Ord. 78-425-I § 1 (part), 1978; Ord. 72-425-C § 1, 1974; Ord. 72-425 § 7(F)(1), 1972.)

2.68.380

Overtime—Generally.

A. Definitions.

1. "Holiday" means those days specified by county ordinance and/or resolution of the board of supervisors to be county holidays.

2. "Overtime" means authorized time worked in excess of the work period of the employee. Time worked by an employee in excess of his work period, which is to compensate for prior or anticipated future absences, shall not be considered overtime.

3. "Work period" means the number of hours customarily worked by the employee per month, given his position within the department; provided, however, if the

Chapter 2.64

COUNTY OFFICE HOURS

Sections:

2.64.010	Hours designated.
2.64.020	Early closing when.
2.64.030	Provisions for the Friday following Thanksgiving.

2.64.010 Hours designated.

Under the provisions of Section 24260 of the Government Code of the state, the board of supervisors of the county shall fix the hours and days that county offices shall be open for the transaction of business.

Pursuant to that authority, the offices of the county shall be open for business from nine a.m. to five p.m., Monday through Friday, holidays excepted, or upon a showing of special circumstance by resolution of the Board adopted on a four-fifths vote of the board. (Ord. 89-212-B § 1, 1989; Ord. 76-212-A § 1, 1976; Ord. 212 (part), 1949.)

2.64.020 Early closing when.

If the dates of December 24th or December 31st fall upon the days of Monday through Friday, inclusive, all county offices shall be closed for business from noon until midnight, except as the same may be within the employment practices as to nurses and related personnel at the Mono General Hospital and personnel of the sheriff's department. (Ord. 414 § 1, 1971.)

2.64.030 Provisions for the Friday following Thanksgiving.

On the Friday following the Thursday dedicated to the Thanksgiving holiday, all county offices shall be closed for business, except as the same may be within the employment practices as to nurses and related personnel at the Mono General Hospital, and personnel of the sheriff's department. (Ord. 73-425-A § 1, 1973.)

8. "Discipline" means dismissal, suspension without pay or demotion of an employee.

9. "Dismissal" means removal of a permanent or permanent part-time employee for cause.

10. "Employee" means any person holding a position of employment with the county which has been duly established by ordinance or resolution of the board, but excluding the following: elected officials; judicial officials and officers; persons hired after January 1, 1998, to fill vacancies in non-elected positions that were represented by the Mono County management council as of January 1, 1997, or which become represented by the Mono County management council after that date, which persons shall serve at the will and pleasure of the appointing authority except to the extent expressly prohibited by state law; and persons hired to fill positions that, at the time of hiring, are unrepresented by a recognized employee organization and serve at the will and pleasure of the appointing authority or for a specified term of years. This definition shall supersede and prevail over any inconsistent definition or provision contained in any official personnel policy, handbook, or resolution adopted by the board.

11. "Hearing" means the procedure whereby the personnel appeals board elicits facts necessary for determination of an appeal of disciplinary action by an employee.

12. "Layoff" means termination of an employee, without prejudice, because of lack of available work, lack of available funds, reorganization or similar reason.

13. "Officers" means all county officers, whether appointed or elected.

14. "Pay" means salary, wage, fee or allowance, including any and all benefits, paid an employee for performing the duties of a position.

15. "Permanent positions" means any office or employment with the county of Mono which has been duly authorized by the board of supervisors of Mono County and which requires the full-time or part-time employment of one or more persons.

16. "Permanent status" means status of an employee who is legally retained in a position after successful completion of a probationary period.

17. "Personnel appeals board" means a board consisting of the five members of the board of supervisors of Mono County, of which three members shall sit on any particular appeal.

18. "Probationary status" means the status of an employee who has been certified and appointed to a permanent position but has not completed the probationary period for that position.

19. "Probationer" means an employee who has probationary status.

20. "Reassignment" means assignment of an employee, without examination, from one position within a department to another position in the same department in the same class and pay range.

21. "Reduction in lieu of layoff" means the voluntary reduction, for reasons related to lack of funds, lack of work reorganization, of an employee who has permanent status in a position having a lower level in terms of wages and/or benefits.

22. "Reemployment" means the reemployment, without examination, of employees or previous employees reduced in lieu of layoff or terminated due to layoff.

23. "Rejection" means termination of a probationer from a position for failure to satisfactorily complete the terms of probation.

24. "Restoration" means return of an employee to a position which permanent status was formerly held.

25. "Seniority" means the total length of the most recent full-time, continuous paid employment with the county.

26. "Suspension" means an involuntary absence without pay for disciplinary reasons.

27. "Temporary employee" means an employee hired on a temporary basis, for a position without an authorized classification, who shall not attain the status of a probationary or permanent employee.

28. "Transfer" means the voluntary movement, without examination, of an employee from one position to a similar position in the same class and pay range in another department; or to a similar position with equal minimum qualifications, and same pay range, either in the same or another department (Ord. 99-06 § 1, 1999; Ord. 78-451-I § 1 (part), 1978; Ord. 72-425 § 2 (part), 1972.)

2.68.030 Holidays.

A. The following are established as holidays:

1. January 1st;
2. The third Monday in January, known as "Martin Luther King Jr. Day";
3. The third Monday in February;
4. March 31st, known as "Cesar Chavez Day";
5. The last Monday in May;
6. July 4th;
7. The first Monday in September;
8. The second Monday in October, known as "Columbus Day";
9. November 11th, known as "Veterans Day";
10. The Thursday in November appointed as Thanksgiving Day and the Friday following Thanksgiving Day;

employment. This section shall not be applicable to persons employed in such departments prior to April 15, 1972. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(A), 1972.)

2.68.070 Employee direction.

All employees shall have and exercise such powers and perform such duties as may be directed by the respective officers under whose direction they work, subject to the provisions of this chapter. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(B), 1972.)

2.68.080 Salary basis.

Salaries prescribed on a monthly basis are based upon a thirty-seven and one-half hour week with all legal holidays provided for by law observed by employees as used herein, with pay therefor, excepting temporary employees who ordinarily would not work on the day the holiday occurs, and except as the same may be in conflict with the employment practices as to nurses at the Mono General Hospital, the sheriff's department, the Mono County road departments, public works, parks and recreation and building and planning, and this chapter. Temporary employees' hourly rate shall be computed on the basis of an average of twenty-one and one-half days per month. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(C), 1972.)

2.68.090 Position classification and salary.

A. The classification and salary for each position in all classifications shall be set forth in the last resolution allocating classifications adopted by the board. A service period of six months shall be required for the first step of advancement for new employees and thereafter a service period of one year shall be required for each step of advancement. Except as set forth below in subdivisions B or C of this section, it is the policy of the county not to hire above the first step.

B. Notwithstanding subdivision A of this section, where the results of examinations conducted by or provided to the county as part of its recruitment process show a prospective employee or employee-examinee to possess exceptional qualifications, the board may grant the appointing authority the power to hire such person at step "B" of a particular salary classification.

C. Notwithstanding subdivision A of this section, where there are no applications filed for an advertised vacancy in a classification during a period of at least six continuous months, the county administrator may in his or her sole discretion determine that the classification is temporarily "hard to fill" and, on that basis, may authorize the vacancy to be advertised and filled at up to and including

step "D" of that classification. In appropriate circumstances, said determination may be made with respect to classification vacancies within a particular department (e.g., if the classification is only hard to fill in certain departments). The hard-to-fill determination shall remain in effect until the county administrator declares otherwise. In the event such a determination is made and the hard-to-fill vacancy is filled at any step above step "A", then all existing employees in the same classification (only in the affected department in the event that the hard-to-fill determination has been so limited) shall receive one or more step increases, effective on the date the vacancy is filled (i.e., when employment of the new employee commences), equal to the number of steps beyond step "A" that the new employee is started at. In the event that more than one vacancy exists or multiple vacancies occur during the period of time that the position is deemed hard-to-fill, the total number of step increases received by existing employees shall not exceed the greatest number of steps beyond step "A" at which any new employee is started. For example, if a new employee in a hard-to-fill classification is started as step "C" (which is two steps beyond step "A"), then an existing employee at step "A" in that same classification would move to step "C," an existing employee at step "D" in that classification would move to step "E," and an existing employee at step "E" would simply remain at that step. If a subsequent new employee is started at step "D" (three steps beyond step "A"), then existing employees would only move one additional step (not exceeding step "E") in recognition of already having moved two steps previously when the first new employee was started at step "C." If further vacancies are then filled while the classification remains hard-to-fill, there would be no additional step increases to existing employees. In other words, existing employees may receive no more than three step increases as a result of vacancies retroactively or prospectively to employees who were not current employees at the time a vacancy was filled. Step increases under this subdivision shall not affect or change the otherwise effective dates for step increases under subdivision A of this section (e.g., step increase after first six months and at each one-year anniversary date). (Ord. 03-09 § 3, 2003: Ord. 01-04 § 1, 2001: Ord. 01-01 § 1, 2001: Ord. 82-425-O § 1, 1982: Ord. 80-425-M § 1, 1980: Ord. 79-425-K § 1, 1979: Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(D), 1972.)

2.68.100 Sick leave.

A. Every permanent employee and officer shall accrue one working day of sick leave with pay for each full calendar month of full-time service, cumulative to a maximum of one hundred working days.

2.68.120

Leave of absence due to death or critical illness in family.

A. Whenever any permanent employee or officer is compelled to be absent from duty by reason of the death of his or her father, mother, brother, sister, wife, husband, child, grandparent, grandchild, or the mother or father of the employee or officer's spouse, he or she shall be entitled to be absent, with pay, for not more than five working days.

B. Whenever any permanent employee or officer is compelled to be absent from duty by reason of the critical illness of any of the abovenamed persons, said employee or officer shall be entitled to be absent, with pay, for not more than five working days for each such illness or condition.

The department head or appointing authority may require confirmation of such critical illness or death within thirty days after said member returns to work, and the department head or appointing authority shall consider such death or illness confirmed should the employee or officer produce any public record of such death, or any correspondence or certificate from a licensed physician attesting to such critical illness. This provision shall apply to permanent employees and to permanent part-time employees. (Ord. 78-425-I § 1 (part), 1978; Ord. 78-425-G § 1, 1978; Ord. 72-425 § 5(G), 1972.)

2.68.130

Leave of absence without pay.

A. A leave of absence without pay may be granted to any permanent employee upon the following conditions:

1. That the employee or officer submit his or her request, in writing upon a form, to be provided to the employee or officer by his or her appointing authority, and which form shall indicate clearly and concisely:

a. That the leave of absence is made voluntarily by the employee or officer;

b. That there is a date certain on which the leave will commence;

c. That there is a date certain on which the employee shall return to work and that failure of the employee or officer to return for work on that date shall constitute cause of dismissal of said employee or officer should said employee or officer fail to utilize the procedures for extension as set forth in subdivision (e) below;

d. The reason for the requested leave of absence and all facts, events, and occurrences that the employee or officer is relying upon to support his request;

e. That should the officer or employee desire an extension of the leave of absence, said officer or employee shall submit his request, in writing, to the authority whose approval is required pursuant to subsection C of this section. Said request shall be considered by the authority whose approval is required only in the event that:

i. The request is received by the department head or appointing authority at least seven working days prior to the date scheduled for termination of the leave,

ii. The request contains an address to which a note of approval or denial of the extension may be sent, and

iii. The request gives facts which would support a determination by the appointing authority or department head that the circumstances which caused the leave to be granted initially still exist.

B. A leave of absence without pay may be granted to any permanent employee or officer only in the event that the facts, events, and occurrences that support the request of the officer or employee establish:

1. That there is an illness, injury, disability or condition of the officer or employee, or member of his immediate family, and that the officer or employee has insufficient sick leave accumulated to compensate for the time the officer or employee anticipates being away from his county employment;

2. That the employee or officer is to receive some training, education or experience which will materially increase the ability of said officer or employee to perform his duties as a county employee;

3. That the leave is requested for personal reasons acceptable to the authority whose approval is required;

4. That a maternity/paternity leave is requested by an officer or employee.

C. A leave of absence requested by an officer or employee for a period not exceeding twenty working days and a maternity/paternity leave of absence requested by an officer or employee for a period of not more than six weeks may be granted by the department head or appointing authority.

D. A leave of absence requested by an officer or employee for a period in excess of twenty working days or for a period in excess of six weeks, if requested for maternity/paternity leave, shall be processed as follows:

1. The request shall be submitted to the appointing authority or department head;

2. Upon the approval of the department head or appointing authority, the request shall be submitted to the board of supervisors for consideration at the next regularly scheduled board meeting;

3. The board of supervisors may approve the request, approve the request upon the imposition of whatever conditions the board deems appropriate, including, but not limited to, a reduction in the period of time requested, or deny the request;

4. In the case of all approved leaves of absence without pay which are either (i) for a period of twenty days or less, or if more than twenty days, (ii) due to illness, injury,

through the office of the district attorney, may bring an action in the Superior Court of Mono County seeking an order restraining such employee from seeking the elective office.

B. All officers and permanent and part-time employees elected to public boards or agencies, including, but not limited to, the agency and districts specified in subsection A above, shall be entitled to the regular county pay while attending regularly scheduled meetings of such boards, agencies or districts during normal working hours; provided, that said employees turn over any compensation received by reason of their attendance at such meetings, if any, exclusive of mileage, to the county treasurer. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 5(L), 1972.)

2.68.180 Outside employment—Restrictions.

No officer or employee shall engage in any employment, activity or enterprise, for which activity, employment or enterprise said employee is compensated which is inconsistent, incompatible, in conflict with or inimical to the duties or responsibilities of said officer or employee as they relate to employment with the county of Mono, or with the duties, functions or responsibilities of his appointing authority or of the county, except as specifically provided herein. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 5(M)(1), 1972.)

2.68.190 Outside employment—Prohibited when.

An officer's or employee's outside employment, activity or enterprise shall be prohibited if it:

A. Involves the use for private gain or advantage of the county's time, facilities, equipment and supplies; or the badge, uniform, prestige or influence of his county office or employment; or

B. Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the county for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of his county employment or as a part of his duties as a county officer or employee; or

C. Involves the performance of an act in other than his capacity as a county officer or employee which act may be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other officer or employee; or

D. Involves such time demands as should render performance of his duties as an officer or employee less efficient. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 5(M)(2), 1972.)

2.68.200 Outside employment—Written disclosure.

Notwithstanding the provisions of Section 2.69.190, an officer's or employee's outside employment, activity or enterprise shall not be deemed inconsistent, incompatible, in conflict with or inimical to the duties of said officer or employee, if said officer or employee, prior to engaging in any such employment, activity or enterprise, makes a complete written disclosure to the department head or appointing authority of all of the functions, duties and responsibilities required of said officer or employee by such employment, activity or enterprise, and receives written consent to engage in such employment, activity or enterprise from the department head, if an employee, or the board, if an officer. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 5(M)(3), 1972.)

2.68.210 Probationary employment.

A. All persons entering the county service in permanent positions shall serve an initial probationary period of twelve months commencing on the first date of employment. Said probationary period may not be extended. Employees who have attained permanent status and are thereafter offered a promotion may also serve a probationary period of twelve months (with no extensions) in the promotional classification if such probation is made a special condition of the promotion by the department head or appointing authority.

B. The department head or appointing authority of each probationary employee shall evaluate the performance of said employee as frequently as necessary to ascertain whether said employee has been properly performing the duties and responsibilities required of said employee. There shall be no less than three evaluations of the performance of each probationary employee within the first six months of the probationary period; evaluations during the second six months of the probationary period are not required, but may be done at the discretion of the department head or appointing authority. Evaluations during the initial six months are to be completed at least five working days prior to the completion of each successive two-month working period commencing from the date of appointment. Should the department head or appointing authority find that any probationary employee has not successfully performed the duties and responsibilities required of said employee during the two-month period immediately preceding the evaluation, such probationary employee shall be immediately terminated.

C. Upon successful completion of the initial probationary period, an employee shall be granted permanent status. An employee who does not successfully perform the duties and responsibilities during the initial

8. The possession of controlled substances as defined by the Health and Safety Code of the state, while engaged in the performance of duties, functions and responsibilities pursuant to employment with the county, such that possession constitutes a violation of the laws of the state;

9. Conviction of a felony or conviction of a misdemeanor involving moral turpitude. Conviction shall be defined to include a plea of nolo contendere;

10. Persistent, abusive or discourteous treatment of the members of the general public or fellow employees;

11. Political activity during working hours or in the name of the county; wilful violation of any county ordinance or lawful department rule, regulation or policy;

12. Wilful misuse of county property or damage to county property resulting from misuse or negligence; persistent failure by an employee to take treatment or corrective measures for a disqualifying physical or mental condition identified in a periodic or special medical examination;

13. Publication of inaccurate or false information concerning the county, its officers or employees, which is of such a nature as to bring discredit to the county or its officers and employees.

14. Misrepresenting oneself as a spokesman for the county in such a way as to bring discredit to the county. (Ord. 78-425-I § 1 (part), 1978; Ord. 73-425-B § 1, 1973; Ord. 72-425 § 5(N), 1972.)

2.68.240 Initiation of discipline—Review by district attorney.

Prior to initiating any discipline as hereinafter provided, an appointing authority or department head considering discipline consisting of discharge, suspension without pay for five or more days, demotion, or cancellation of wages for five or more days, shall first review the proposed discipline with the district attorney of Mono County or his duly authorized deputy. An appointing authority or department head considering less serious disciplinary action than that described above may, in the discretion of the appointing authority or department head, review the proposed discipline with the Mono County district attorney or his duly authorized deputy. Nothing herein shall be construed as depriving the appointing authority or department head of the powers and responsibilities required in the exercise of such disciplinary action. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 6(A), 1972.)

2.68.250 Commencement of disciplinary action.

Except as provided herein in Section 2.68.280 relating to emergency disciplinary action, disciplinary action shall

be commenced by the preparation by the appointing authority or department head, of a written notice of proposed action, which notice shall contain the following information:

A. The name of the employee to be disciplined;

B. A description of the action proposed to be taken and the effective date of the notice of proposed action;

C. A clear and concise statement of the reasons for which the disciplinary action is proposed to be taken, including a statement delineating the acts or admissions on which the proposed action is based;

D. A statement that a copy of the materials upon which the proposed action is based is attached to the notice or is available for inspection upon request;

E. A statement informing the employee of his rights to respond, either orally or in writing, to the appointing authority or department head within five working days from the date on which the notice of proposed action is personally served on said employee. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 6(B), 1972.)

2.68.270 Initiating final discipline.

Upon the final expiration of five working days from the date on which the notice of proposed action was personally served on the employee, and after investigation and considering such responses, oral or written, as the employee may have made, the appointing authority or department head may file a written order initiating discipline, which written order shall contain the following information:

A. The name of the employee against whom the disciplinary action is to be taken;

B. A clear and concise description of the action taken and the effective date or dates of said final action;

C. A clear and concise statement of the reasons for which such disciplinary action is taken, including the acts or admissions upon which the disciplinary action is based;

D. A statement that a copy of all materials upon which the action is based are appended to the notice of disciplinary action or available for inspection by the employee upon request to the department head or appointing authority; and

E. A statement advising the employee of his right to appeal the disciplinary action to the personnel board, and a statement that such appeal must be filed and served with the clerk of the personnel board within ten days of receipt of the final disciplinary order by the employee. (Ord. 78-425-I § 1 (part), 1978; Ord. 76-425-E § 1, 1976; Ord. 72-425 § 6(D), 1972.)

2.68.280 Emergency disciplinary action.

Pending investigation by the appointing authority or department head of charges against an employee that in-

the notice of proposed action, including therein any act or admission of the employee upon which such a determination may have been based. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 6(E), 1972.)

2.68.290 Effective date of disciplinary action.

Disciplinary action shall become effective when either the employee has failed to file a request for an appeal, as provided herein below, or at the conclusion of a hearing when findings have been made by the personnel board. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 6(F), 1972.)

2.68.300 Personnel appeals board—Composition.

There is created a personnel appeals board to hear and determine all appeals made from disciplinary or grievance proceedings consisting of one member appointed by the board of supervisors, one member appointed by the affected employees collective bargaining unit representative, and one member appointed by the other two members of the panel from either (1) the general population of Mono County, or (2) a representative of the California State Mediation and Conciliation Service. Appointments shall be made on a per hearing basis. The clerk of the board of supervisors or the deputy of said clerk shall serve as the clerk to the personnel appeals board.

The personnel appeals board shall meet and hold hearings, as needed, after the regularly scheduled meeting of the board of supervisors or at such other times and places as may be appropriate for the convenience of witnesses and/or the ends of justice. (Ord. 84-425-T § 3, 1984; Ord. 83-425-S § 2, 1983; Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 6(G), 1972.)

2.68.301 Appeals—Procedure.

An employee desiring to appeal a disciplinary action shall file, with the clerk of the personnel board, an answer admitting or denying, in whole or in part, the allegations of the final disciplinary order. Matters not admitted by the filed answer shall be deemed denied. Such answer must be filed within ten days of receipt of such order by the appealing employee. The clerk of the personnel board shall stamp on the answer the date of filing and shall:

- A. Place one copy in the clerk's file;
- B. Send one copy to the appointing authority or department head;
- C. Send one copy to the district attorney of Mono County; and
- D. Prepare three copies of said answer for service upon members of the hearing body. (Ord. 78-425-I § 1 (part), 1978.)

2.68.302 Appeals—Hearing.

A. Within twenty days after the date on which the answer is filed with the clerk of the personnel board, the hearing body shall conduct a hearing to determine whether the final disciplinary order shall be sustained.

B. The hearing shall be conducted in the board room in the county courthouse in the city of Bridgeport, county of Mono. The hearing body may conduct such hearing at a different location when, given the convenience of parties and witnesses, such different location promotes the convenience of such parties or witnesses and/or the ends of justice.

C. The chairman of the hearing body, to be designated by schedule, and the office of the district attorney of Mono County shall have the power to issue subpoenas for the purpose of compelling the attendance of witnesses, and either the chairman of the hearing body or the district attorney shall issue a subpoena for the purpose of compelling the attendance of any witness requested by the appointing authority or the employee.

D. All oral testimony received by the hearing body shall be recorded in some appropriate form.

E. Hearings shall be private and all persons excluded therefrom, except the appointing authority or department head, the employee, the attorneys involved, the reporter, if any, the clerk of the board and witnesses actually testifying, unless the employee files a written request for public hearing with the clerk of the personnel appeals board at least five working days prior to the date of the hearing.

F. The appointing authority or department head, and the employee shall have the right to be represented by legal counsel, and the appointing authority or department head shall be represented by the office of the district attorney of Mono County unless the office of the district attorney is a party to, or a witness testifying in, the matter before the hearing body. The appointing authority or department head shall present its evidence first. The employee may then present evidence and each shall then have the right to present evidence in rebuttal.

G. Any evidence may be received that is relevant and material to the disciplinary action and the hearing body shall not be bound by the formal rules of evidence as set forth in the Evidence Code of the state. (Ord. 78-425-I § 1 (part), 1978.)

2.68.303 Appeal—Findings.

A. At the conclusion of the hearing, the hearing body, being governed by a standard of proof equivalent to the preponderance of the evidence, may sustain the final disciplinary order, may sustain the final disciplinary order

employee shall have the assurance that the filing of a grievance will not result in a reprisal of any nature.

C. The aggrieved employee shall have the right to be represented or accompanied by a person of the employee's choice if the grievance is not resolved at the informal level as provided for in Step 1 of the grievance procedure described in Section 2.68.309. This representation may commence when the grievance is presented in writing to the immediate supervisor as provided in Step 2 of the grievance procedure.

D. The processing of a grievance shall be considered as county business, and the employee and his or her representative shall have reasonable time and facilities allocated for the preparation of the employee's position with respect to the grievance alleged. The use of county time for this purpose shall not be excessive nor shall this privilege be abused.

E. Certain time limits in the grievance procedure are designed to quickly settle the grievance. It is realized, however, that on occasions the parties concerned may be unable to comply with the established limitations. In such instances limitations may be extended by mutual agreement of all parties concerned.

F. Failure of the aggrieved employee to file an appeal within the prescribed time limit for any step of the procedure shall constitute an abandonment of the grievance. County management personnel involved in the grievance procedure shall abide by prescribed time limits.

G. Any person responsible for conducting any conference, meeting or hearing under the formal grievance procedure shall give due and timely notice to all persons concerned.

H. When two or more employees of the same department experience a common grievance, they shall initiate a single grievance proceeding. The initial hearing of the grievance shall be by the immediate supervisor, superior or department head who has the prime responsibility for all of the aggrieved employees. (Ord. 78-425-I § 1 (part), 1978.)

2.68.309 Grievance procedure.

A. Step 1. When an employee has any grievance, or when any employee becomes aware that dissatisfaction exists with that employee's work or work situation, then that employee should discuss the matter informally with the employee's immediate supervisor. Initial discussion should be sought by the employee not later than five working days after the alleged grievance occurred or after the employee becomes aware of dissatisfaction with the employee's work or work situation. The following provisions relating to formal grievance procedures do not restrict

the employee and the supervisor from seeking advice and counsel from superiors and department heads when:

1. Mutually consented to by the employee and the supervisor; or

2. It appears that settlement can be reached at this informal level.

B. Step 2. If, within five working days, a mutually acceptable solution has not been reached at the informal level as provided for in Step 1 above, the employee shall submit the grievance in writing to the department head or appointing authority. At this point, the grievance hearing process becomes formal and the employee may choose to be accompanied by a representative of the employee's choice. After formal hearing with the department head or appointing authority, the department head or appointing authority will render a written decision within five working days of the date of the hearing and shall serve a copy of the written decision on the employee within ten working days from the date of the hearing. Prior to service of a copy of the written decision on the employee, the department head or appointing authority shall review the written decision with the office of the district attorney.

C. Step 3. Should an employee be dissatisfied with the decision of the department head or appointing authority, said employee, within five working days of the receipt of the decision, may request that the grievance be presented to the personnel appeals board for review. The personnel appeals board shall schedule a hearing, require the presence of the employee and department head or appointing authority to said hearing, take testimony from the employee and department head, and receive such other evidence as the personnel appeals board deems essential to a proper determination, and render its written decision within five working days from the date of the hearing.

D. Step 4. If the decision of the personnel appeals board requires board of supervisors' action, the recommendation from the personnel appeals board to the board of supervisors shall be submitted for consideration at the next regularly scheduled meeting of the board of supervisors. The action of the board of supervisors shall be final and binding. (Ord. 78-425-I § 1 (part), 1978.)

2.68.310 Grievance—Confidentiality.

All grievances shall be treated, to the extent possible, as matters requiring confidentiality, and all parties concerned shall strive to limit publicity and notoriety surrounding the grievance. (Ord. 78-425-I § 1 (part), 1979; Ord. 72-425 § 6(H), 1972.)

2.68.311 Layoff—Causes.

The board of supervisors may lay off employees, pursu-

prior to layoff. His or her status in relation to probationary period and merit salary increases shall be the same as at the time of layoff. Any unused and unpaid sick leave shall be reinstated.

E. An individual on preferential rehire status may accept a temporary position within the department for which he or she is qualified and not lose preferential rehire status.

F. No temporary employees shall be utilized to replace any permanent position, part-time or full-time, vacated due to layoff procedures. (Ord. 84-425-T § 6, 1984; Ord. 83-425-S § 3 (part), 1983; Ord. 78-425-I § 1 (part), 1978.)

2.68.316 Health insurance.

An employee who has been laid off may elect to continue health insurance coverage in the group at his or her own cost for six months providing that the policy involved allows such continuance. Health insurance shall cease if he or she finds other employment. It is the employee's responsibility to make arrangements for such coverage with the county. (Ord. 83-425-S § 4 (part), 1983.)

2.68.317 Seniority lists.

At the time notices of layoff are sent to employees, the county shall post a list of all employees by classifications and seniority date in the affected departments. (Ord. 83-425-S § 4 (part), 1983.)

2.68.330 Appointment date.

For the purpose of determining eligibility for a step increase, the date of appointment of any employee shall be:

A. For employees hired after the fifteenth of the month, the first day of the month following;

B. For employees hired on or before the fifteenth of the month, the first day of the month such employee was appointed. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 7(B), 1972.)

2.68.340 Salary step increases.

Salary advancement shall not be automatic, but shall be given only upon affirmative recommendation of the department head to the auditor. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 7(C), 1972.)

2.68.350 Salary adjustment—New position.

Any employee who is promoted to a position in a class allocated to a higher salary range than the class of position which he formerly occupied shall have his salary adjusted to the first step of the new range or to the step having at least a five percent higher salary than he was receiving in his former position, whichever is higher. Upon a written showing of special qualification, the board of supervisors

may allow assignment to a step within the range additional to the five percent. A new anniversary date shall be established for the purpose of eligibility for future step increases as of the effective date of the promotion. (Ord. 79-425-L § 1, 1979; Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 7(D), 1972.)

2.68.360 Salary adjustment— Interdepartmental transfer.

In the case of the transfer of any employee from one county department to another in the same class or to another class to which the same pay range is applicable, the employee shall remain at the same pay step and shall retain his original anniversary date. If such employee transfers from one county department to another and also to a new classification, the provisions of Section 2.68.350 are applicable. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 7(E), 1972.)

2.68.370 Overtime—Sheriff's department.

Sworn members of the Mono County sheriff's association shall receive compensation equal to one and one-half times the base salary for such person for all overtime worked, with such overtime to be defined in the current memorandum of understanding between the Mono County sheriff's association and the county of Mono. For all sworn sheriff's personnel, other than the sheriff of Mono County, who are not within any representational unit, such personnel shall receive compensation for one and one-half times that person's regular base salary for all overtime worked with overtime to be defined in the then current memorandum of understanding between Mono County and the Mono County sheriff's association. Compensation for overtime as proposed herein shall be paid effective March 1, 1979. (Ord. 79-425-K § 2, 1979; Ord. 79-425-J § 1, 1979; Ord. 78-425-I § 1 (part), 1978; Ord. 72-425-C § 1, 1974; Ord. 72-425 § 7(F)(1), 1972.)

2.68.380 Overtime—Generally.

A. Definitions.

1. "Holiday" means those days specified by county ordinance and/or resolution of the board of supervisors to be county holidays.

2. "Overtime" means authorized time worked in excess of the work period of the employee. Time worked by an employee in excess of his work period, which is to compensate for prior or anticipated future absences, shall not be considered overtime.

3. "Work period" means the number of hours customarily worked by the employee per month, given his position within the department; provided, however, if the work schedule of some or all of the employees within a department is incompatible with the monthly work period,